

CAREERS *Special Edition*

Barriers Hinder Advancement

Despite the growth of diversity as a business imperative, minorities still find many obstacles that are slowing their career advancement, according to a recent poll released by DiversitySearch.com.

Eighty-nine percent of respondents said that workplace barriers still exist and 74 percent felt that general stereotypes and preconceptions of minorities exist.

While DiversitySearch candidates noted that they value corporate diversity and affinity programs

and use this as key criteria when considering employment opportunities, respondents also believed that there is a lack of minorities on boards of directors (58 percent), an insufficient amount of corporate culture at their companies (58 percent) and feeling of exclusion from informal networks (53 percent).

"Many corporations are actively seeking to recruit, hire and retain broad diversity talent," said Jessica Owens of DiversitySearch.com.

Partnership Matches Jobs with Prospects

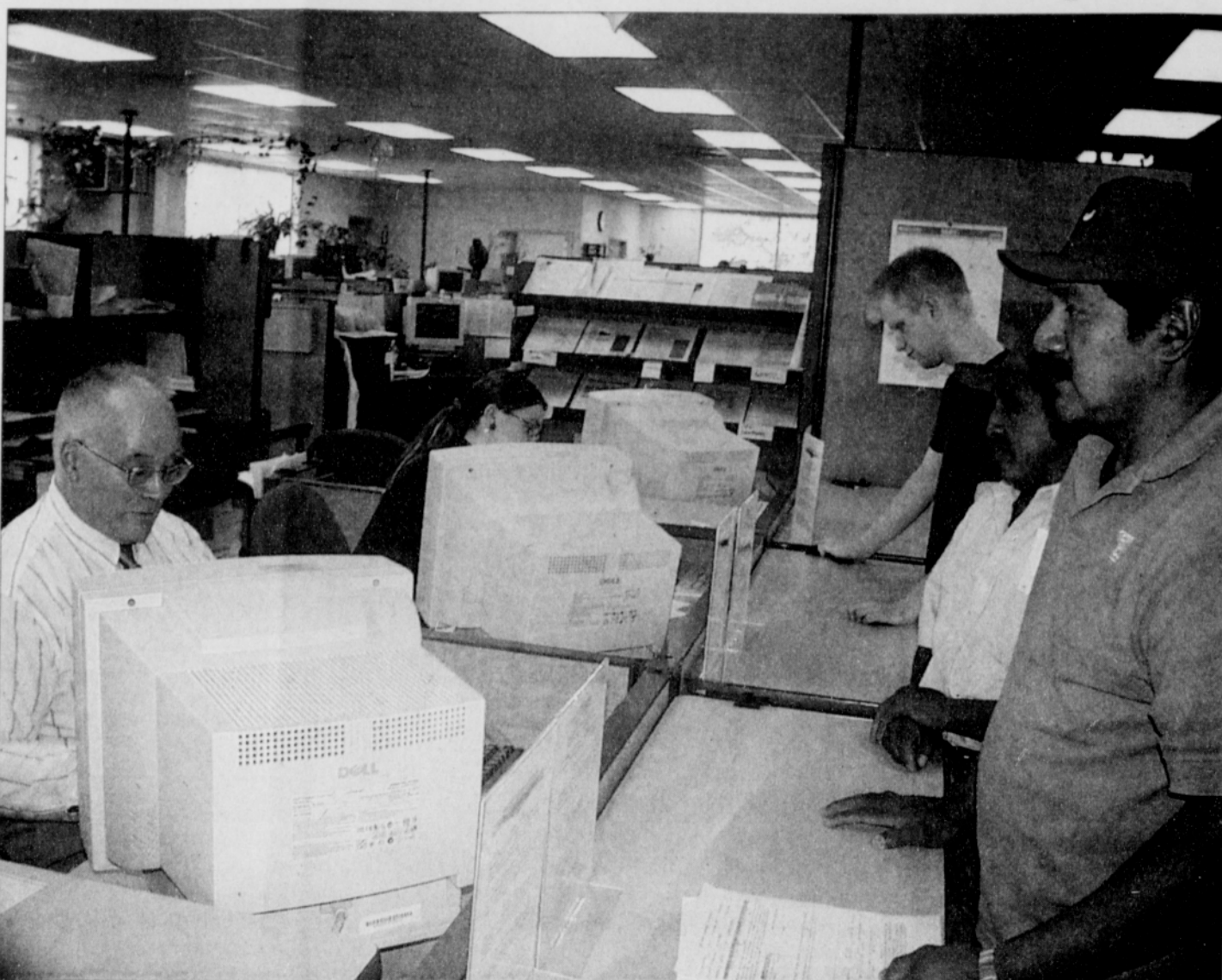


PHOTO BY MARK WASHINGTON/THE PORTLAND OBSERVER

A computer with hundreds of job referrals is an important resource for Terry Moho who steps up to the counter at the Oregon Employment Division office on North Webster. Area businesses count on a partnership with state job counselors to find prospective employees who meet certain job skills.



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Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 944-7480. Hearing impaired applicants may call TDD, (503) 944-7485. Applications are available by visiting the Port's website at www.portportlandor.com or by calling (503) 944-7400 or by visiting the Port's office, located at 121 NW Everett Street, Portland.

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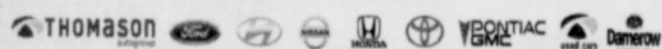
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Arm Yourself With a First-Rate Resume

Your resume has only a few seconds to impress - or to end up in the trash.

A strong resume needs a solid foundation, and no amount of trickery can mask poor organization. Start with these basics.

Contact Information: List your contact information at the top of the resume. Include your full name, mailing address, phone number and e-mail address. If you have a personal Web site, include the URL only if the site shows off your skills or applies to your career goals.

Objective: The objectives section gives recruiters an immediate sense of who you are and what you're looking for, without forcing them to wade through the entire resume. If you decide to include an objective, stress what you'll add to the company, not what you're looking to take away.

Experience: List your experience chronologically, with your most recent job first. If your latest experience wasn't the most impressive, arrange your list by importance. Include the company name, location, your title and dates of employ-

ment. Also, give a brief description of your accomplishments.

Remember these tips: Emphasize your most important responsibilities even if they weren't your primary duties.

Use active voice. Strong sentences are those in which a subject performs an action (active voice) as opposed to an action being performed on the subject (passive voice). "I planned an event," creates a stronger impression than "An event was planned by me."

Impress employers with cause-effect relationships and tangible results. Quantify your achievements with percentages and numbers like "increased enrollment 20 percent" and "supervised three-person staff."

Use descriptions to highlight your sense of initiative. Paint yourself as a "go-getter" with strong verbs like "proposed," "launched" and "managed."

Skills/Interests: Today's workers are more tech-savvy than ever, so make sure you mention your technical and computer skills. List programming languages, software programs and operating systems you've used as well as certifications you have. Don't forget "soft skills" like foreign languages and

public speaking.

Always include memberships in professional organizations, because it shows you're serious about your career. Mentioning your interests is optional. Listing activities and hobbies can portray you as a well-rounded person, but it can raise eyebrows, too. Be careful what you list. (You should probably keep your passion for professional wrestling to yourself.)

Education: List your most recent education first and work backward. State your degree, major, minor, dates of attendance and the school's name and location. You may also want to add your GPA (if 3.0 or higher).

References: Don't waste valuable space on references. Employers assume you'll provide them upon request.

Finishing Touches Create several versions of your resume, each tailored to the type of position you're applying for. Writing multiple resumes can be time-consuming, but it's a small price to pay for the job you want.

With some self-evaluation, careful organization and savvy choice of words, your resume will rise to the top of the pile on any recruiter's desktop.

Network Your Way to Success

Making connections gives your job search a head start

Any expert will tell you that networking is one of the best ways to advance your career and it's also a good source of support for everyday job concerns.

Employers, especially those with good diversity programs, also recognize the value of networking and there are official — as well as unofficial — networks for virtually every group.

"A lot of people of color find these networks especially important," says Cornelia Gamlem, president of the GEMS Group, a human resources consulting firm in Herndon, Va. "They can help people avoid that feeling of being isolated and overcome problems all on their own."

The sooner you start creating a network, the faster you'll progress in your career. Many professional societies have student chapters in colleges and universities. Making connections early will give you a head start on your job search.

Unfortunately, there isn't always an obvious network to join. For instance, if you're an African American woman in a sea of white colleagues, it may not be easy to align yourself with others in the company. See if there's a local professional organization with African American members. Or seek out people in your community. Don't just limit yourself to racial or gender categories.

Establishing a broad network enables you to turn to different groups, depending on your professional challenges. "Without a broad-based network, there's no one to turn to in a time of crisis," Sinclair says. "The broader you cast your net, the broader your catch will be."

Looking for an excellent part time JOB?

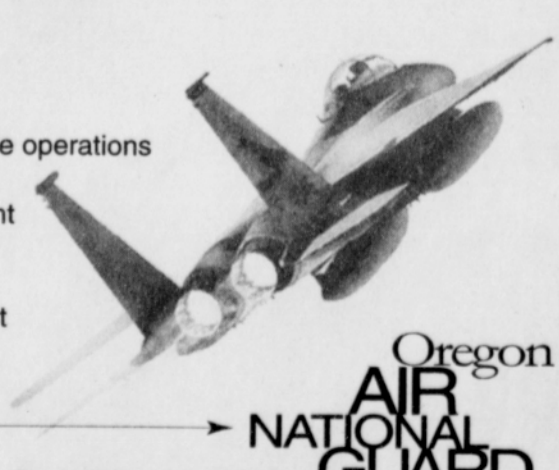
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